

## **Wealden District Council Small Grant Application Form 2022 – 2023**

**(Closing Date for applications is midnight on Tuesday 30th November)**

**About this form** Please save this form to your own computer first and then you can type directly into it and save your answers. You must have the latest version of Adobe Reader installed. Download it free from: <http://get.adobe.com/uk/reader/> (Please ensure that you have opened the editable version of the document from your saved files and that you regularly save the document to avoid losing work). You must not change any of the questions or alter any part of the form except your answers. If you have printed this form to complete it, please write clearly in black ink or type. **NB:** You must only use the latest version of Adobe Reader to fill out this form. Do not use Preview or any other application. If you have any questions after fully reading the Guidance Notes and Application form, please contact Michelle Namurach, Partnerships and Funding Support Officer (01323) 443520 or email [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk)

**Please read through all the guidance notes and questions before you complete the application**

You can apply for between £500 and £3000, to be spent between April 2022 and the end of March 2023, for activities that benefit the people of the Wealden District.

Funds must be spent by the end of March 2023 as they cannot be carried over under any circumstances.

### **What the small grant can be used for:**

- You can apply for project linked core costs – the general day-to-day running costs for your organisation, e.g. venue hire, salaries (NB: we will sometimes pay for project-related salary costs, but you must demonstrate that they are either one-off or demonstrate how they will become sustainable at the end of our funding), volunteer expenses, and other support for volunteers. Other items to help run the organisation and provide services unrelated to this project may not be funded.
- You can also apply for project costs – money for a particular project taking place on top of your usual activities, or one-off events, performances, equipment or special repairs. New groups can also apply.

### **What the small grant cannot be used for:**

- Grants cannot be used for any other purpose than that specified on the application.
- We will not pay for fund-raising activities, volunteering recruitment or advertising costs – we can signpost you to free opportunities for advertising or promoting your services.
- Grants cannot be used for activities promoting religious or political beliefs. However, we welcome applications from faith groups for community activities that are open to the whole community, regardless of religion.
- Small grants are not intended for major capital works, so if your project involves improvements to the fabric of a building or community space such as a playground or recreation ground, you must seek advice by emailing [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk)

## Eligibility

### To be eligible you must:

- Be a voluntary organisation, community group, registered charity, not-for-profit organisation or community interest company. (Commercial organisations, schools or similar statutory organisations cannot apply to this programme). Town and Parish Councils cannot apply to the Small grants programme. Please contact us if you are uncertain whether you are eligible or not.
- Have legibly completed all relevant questions in the application form.
- Ensure the application form and supporting documentation is received by the stated deadline.

### You must include with your application:

- A copy of your most recent Annual Accounts. Or if you are a new group, a statement of your estimated income and expenditure for the first year. Please send the information electronically. If you see any difficulty with this, please contact Michelle Namurach by emailing [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk)

### Conditions

- Your main contact and Contract signatories must be members of your organisation whom you reasonably expect to be available for the duration of the financial year and take responsibility for providing monitoring information. You must notify the Council of an alternative suitable contact who has agreed to take over the responsibility if either leaves your organisation for any reason.
- Groups may only make one application to the 2022-23 Small grant programme – you cannot apply to the Recovery grant round and the Small grant round
- You cannot apply to us for funding for items if you have applied for, or will be seeking funding for, the same items from elsewhere before you know our decision. Please make your costs as accurate as possible and be reasonably certain you can go ahead within the timescale, as we lose allocated funds which cannot be spent.
- Grants will not be awarded to organisations that have large unrestricted balances available for them to spend – if a balance is 'restricted' for a particular purpose, e.g. you are saving for a building or piece of equipment, you should clearly indicate this in your application.
- You will be informed of our decision by the end of March 2022
- All monies must be spent by 31st March 2023. All applicants will be required to complete an end of grant self-monitoring evaluation form. If grant funding has been used to purchase an asset such as equipment over the value of £500 then receipts need to be submitted to evidence this spend.
- Any successful applicants/organisations who subsequently do not complete the required monitoring form will not be eligible to apply to future grant rounds.

## **Application Checklist**

You must be able to answer **Yes** to all of the following:

Is your group a voluntary or community organisation? (including a registered charity or CIC)

Your group must have its own bank account. Two people (who are not related in any way or cohabiting) must agree all withdrawals and expenditure (including debit card or internet purchases and cash withdrawals). This must be in the name of the organisation applying.

Does it have at least three members on its governing body or board of directors?

Is your application requesting between £500 and £3000?

Will the funding definitely be spent between April 2022 and March 2023?

## **Please confirm your application does NOT include:**

Any costs you incur when putting together your application?

Any contingency costs?

VAT that you can recover?

Salary costs which are not one-off or which you have been unable to demonstrate will become sustainable at the end of our funding?

Fundraising activities, volunteer recruitment or marketing costs

Activities promoting religious or political beliefs

**Wealden District Council Small Grant Application Form 2021**

**Name of group/organisation**

**Name of main contact for this application**

**Address for correspondence, including full postcode**

Contact Telephone Number

Email

Website

**What type of group are you?** e.g. charity, community group, CIC.

**Do you have Vulnerable Adult and/or Child Protection Policies and Procedures in place to protect safety?** Yes      No

**Do you have public liability insurance?** Yes      No

**Please tell us which area/s of the District will benefit:**

Please estimate the number of volunteers who will be involved with this project

Estimate the number of Wealden residents who will benefit – NOT including volunteers

Has your organisation suffered any financial hardship due to the Covid19 outbreak? If yes, please give brief details of income reduction and/or increased expenditure

**Wealden District Council – Corporate Plan**

Tick the box(es), which best reflect how your project will help to achieve the District Council aims.

Improve access to essential service for communities

Ensure that Wealden is Carbon Zero by 2050 at the latest

Protect and enhance Wealden's unique natural environment and heritage

Work with partners to regenerate our diverse market towns, creating jobs and attracting investment

Support our local businesses, tourism sector and entrepreneurs to achieve a locally sustainable economy

Promote a better quality of life for Wealden through activities that improve health, resilience and well-being

Ensure development meets future needs, with associated investment in infrastructure

Generate ongoing sources of income to reinvest in local priorities and optimise funding from external sources

**A1 Reason for the Funding Request:** *Include what you are planning to do and how you feel it will meet the priorities above.*

**B1** How do you know people in your community want this project?

**C1.** How will you monitor and measure the success of your project, and the difference grant funding has made? (This might be in the form of service beneficiary numbers, feedback from participants, press coverage etc)

**D1 About the grant you are requesting**

Please give a detailed, itemised list about the grant you are requesting:

Item or Activity:	Cost of Item:	Amount Requested from us:
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total Requested</b> NB: This MUST be between £500 - £3000		£

**Has your organisation received a Rate Relief grant and/or Retail, Hospitality and Leisure Grant Fund (RHLGF) grant?**      **Yes**                      **No**

If yes, please give the amount/s: **Rate Relief** £

**RHLGF** £

**Have you applied to other funders or received donations since April 2021 if so, please list them:**

Name of Funder/Donor	Amount:	Decision (or donation) Date:
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	



## First Signatory

Your signature/agreement as the main contact on this form –

NB: Your Main Contact and Contract Signatory **must** be separate members of your organisation whom you reasonably expect to be available for the duration of the financial year and take responsibility for providing monitoring information. You must notify the Council of an alternative suitable contact who has agreed to take over the responsibility if either leaves your organisation for any reason.

*I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate. I understand that supporting information may be requested at any stage of the application process.*

Signed ..... Date .....

Please enter the email address from which the form was submitted

## Second Signatory - Contract

*(This section MUST be completed by a person duly authorised to do so on behalf of the organisation making this application. They must have read and understood the whole application. This may be for instance your Chairperson, Vice Chairperson, Secretary or Treasurer. They should **not** be the main contact for the application.)*

### Terms

1. The grant will be used for the purposes set out in this application only – any changes must be agreed with the Council in advance
2. If we do not spend the entire grant by the end of the Covid19 crisis, we shall promptly return any unspent monies to the Council.
3. The Council may use our name and the name of our project in its own publicity materials and we will inform the Council of situations where confidentiality is a particular issue.
4. We shall keep records of the number of Wealden based beneficiaries, complete an Evaluation form at the end of the crisis, with relevant documentation to be provided as proof that the grant has been spent.
5. The Council shall have no liability to the Organisation for any claims, losses, damages or expenses it may suffer or incur as a result of its use of the grant.
6. The Council may at its sole discretion withhold or suspend payment of a grant and/or require repayment of all or part of the grant in the following circumstances:
  - a) the Organisation uses the grant for purposes other than those for which they have been awarded;
  - b) the Organisation fails to comply with any of the terms and conditions set out in this Agreement;
  - c) the Organisation provides the Council with incorrect or misleading information or completes the application form or supporting documentation dishonestly;
  - d) any member of the governing body, employee or volunteer of the Organisation has:
    - (i) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project; or
    - (ii) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute

Title	First name	Last name
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Occupation
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Position in Group
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Contact address (including postcode)
Phone Number

Please enter your email address to confirm you have read the full application and agree to the terms (the Contract signatory must NOT be the Main Applicant):

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**You must save a copy of this form and keep it safe for future reference for at least 2 years**

**Please return this form to [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk) by midnight on Tuesday 30th November**

Wealden District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or we are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. Our Privacy Policy sets out how we collect, use and securely hold your data. If you want more information on how a particular Council service uses your personal data, please view the full policy and Privacy Notices on our website using the following link: [www.wealden.gov.uk/privacypolicy](http://www.wealden.gov.uk/privacypolicy)

### **Final checklist**

<b>Please tick off this checklist to make sure you are sending us everything we need in order to process your application</b>	<b>Tick Box</b>
All questions are answered fully and correctly	
You have taken and kept a copy of this Application form for your reference	
This form has been signed by the two separate signatories required (the Main Contact must NOT sign it twice)	
<b>Make sure you have enclosed all of the following:</b>	
A copy of your most recent Annual Accounts OR If you are a new group, a copy of your estimated income and expenditure budget for the first year.	

### **Additional information**

Please use this space (up to a maximum of an additional A4 sheet) for any additional information you wish to add. Please ensure you include the question number to which the information relates. (Information included in covering letters or outside of this application form will **not** be considered as part of the assessment process)